

## BRANCH OFFICE LICENSE

### ALL RENEWALS MUST BE COMPLETED ONLINE

**IMPORTANT:** You must renew your license(s) by using our online renewal system now using a debit or credit card containing a MasterCard, Visa, or Discover logo or by electronic check (e-check). Do not send cash, check or money order. Payments received by mail or in person will no longer be accepted and will be returned without the renewal being processed.

1. Renew your license online now at [www.michigan.gov/mylicenser renewal](http://www.michigan.gov/mylicenser renewal). By renewing online, you may expect to receive your renewed license by mail within 5 to 10 business days, if all renewal requirements have been met. You must use a MasterCard, Visa or Discover credit card or e-check to renew online. You may verify the renewal of your license if all renewal requirements are met the following business day at [www.michigan.gov/licenselookup](http://www.michigan.gov/licenselookup).

**PLEASE NOTE:** By using an e-check to make your renewal payment, there will be an automatic 10 day hold placed on the check, and there are no exceptions to the hold.

2. **NAME/ADDRESS CHANGES:** If you are changing your address, please note that the physical address must be located in the state of Michigan. If you have an address change, please make the change and renew your license at [www.michigan.gov/elicense](http://www.michigan.gov/elicense). If you have a name change, please submit your name change to our office at [bplhelp@michigan.gov](mailto:bplhelp@michigan.gov). Name changes should be completed prior to you renewing your license online.
3. If you do not have a name or address change, go to [www.michigan.gov/mylicenser renewal](http://www.michigan.gov/mylicenser renewal) to renew the license. You will need the 10 digit license number to use this site, and you will be able to print a copy of your transaction if you require a receipt of your renewal payment.
4. Renewal fees are not refundable.
5. **NOTE:** If the license for the main office expires this year, this renewal cannot be processed until the licensed main office renewal is processed.
6. Your current license expires on **May 31, 2016**. Once renewed, the new license will expire on May 31, 2019. If you fail to submit this renewal application online and/or fail to meet all renewal requirements by the expiration date of your license, you cannot legally practice as a Branch Office and may be subject to disciplinary action if you continue to practice. An additional \$20 late fee will be automatically added to the renewal fee if you renew within the 60 days following the license expiration date.
7. If you fail to renew on or before the 60<sup>th</sup> day following your current license expiration date, you will not be permitted to submit your renewal online. You will need to submit an application for relicensure. Please visit [www.michigan.gov/builders](http://www.michigan.gov/builders) and under Licensing Applications & Forms, download the "Builder and Maintenance & Alteration Contractor Branch Office License & Relicensure Application".